

Vacancy Announcement

for U.S. Embassy, Baghdad

ANNOUNCEMENT NUMBER: TCN 11-51

OPEN TO: Third Country Nationals Only

POSITION: Office Management Assistant; FSN-7

OPENING DATE: June 30th, 2011

CLOSING DATE: July 14th, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: US\$22,539 per annum (Plus 35% Differential of basic salary; 15% of basic salary for Unique Conditions of Work Allowance) **Paid in U.S. Dollars.**

LENGTH OF HIRE: 1 - 5 years (1 year with 4 optional years)

U.S. Embassy in Baghdad is seeking an individual for the position of Office Management Assistant in the Overseas Building Operations (OBO) section of the U.S. Embassy in Baghdad.

BASIC FUNCTION OF THE POSITION

The incumbent provides various administrative and clerical duties in support of the Overseas Building Operations (OBO) section.

A copy of the complete Capsule Position Description listing all duties and responsibilities is available at:

1. TCN Sharepoint Website for Department of State **Intranet** Users:
<http://baghdad.state.gov/sites/HR/public/TCN/Pages/default.aspx>
2. **Internet** Users: http://iraq.cms.getusinfo.com/hr_tcns.html

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of at least two (2) years of full time post-secondary (high school) study at a college or university is required.
2. Prior work experience of no less than four (4) years of progressively responsible clerical and secretarial work with experience in basic accounting and/or bookkeeping principles is required.
3. Level IV-Fluency –Speaking/Reading/Writing in English is required. **(English Language will be tested)**
4. Thorough knowledge of OBO budget reporting procedures, good knowledge of OBO accounting principles, familiarity with Consulate/Embassy procurement policy and procedures is required.
5. Efficient organizational skills, excellent computer abilities (MS Office - Word, Excel, Power point, Internet), ability to work under pressure; ability to work effectively in a construction environment.

SELECTION PROCESS

It is essential that candidates address the required qualifications above in the application to meet the required qualifications.

TO APPLY

Applicants for this position must submit the following information:

1. Universal Application for Employment DS-174, as a Third Country National (TCN); or
2. A current resume or curriculum vitae that provides the same information found on the DS-174 (see Appendix B below); or
3. A combination of both; i.e. Sections 1 -24 of the DS-174 along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION THROUGH THE FOLLOWING LINKS

1. TCN Sharepoint Website for Department of State **Intranet** Users:
<http://baghdad.state.gov/sites/HR/public/TCN/Pages/default.aspx>
2. **Internet** Users: http://iraq.cms.getusinfo.com/hr_tcns.html

FOR INQUIRIES PLEASE EMAIL

TCNISUAmman@state.gov

POINT OF CONTACT

Telephone: (962) (6) 590-6832 / 590-6828
FAX: (962) (6) 5906869

CLOSING DATE FOR THIS Vacancy Announcement: July 14th, 2011

The U.S. Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: EverittAM: ISU/HRO
Cleared: EverittAM: ISU/HRO
Drafted: WFallas ISU/HR

Appendix A

DEFINITION

A third-country national (TCN) is an individual who meets the following criteria.

- (1) Is neither a citizen of the United States nor of the country to which assigned for duty.
- (2) If employed, is eligible for return travel to the TCN's home country or country from which recruited at U.S. Government expense.
- (3) Is on a limited appointment for a specific period of time.
- (4) Encumbers a direct-hire, personal service agreement (PSA) FSN position covered under the TCN local compensation plan. Such an employee normally is recruited from outside the host country and relocated from the point of recruitment to the host country. The return travel obligation assumed by the U.S. Government may have been the obligation of another employer in the area of assignment if the employee has been in substantially continuous employment which provided for the TCN's return to home country or country from which recruited.

Hired TCN Staff are considered separate from the Locally Employed Staff (LES) because they have separate Local Compensation Plan and nationalities. Candidates are expected to be employed at the U.S. Mission in Iraq from one to five years.

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information which equates to the information found on the DS-174.

Failure to submit the required information may result in the applicant not being considered for the vacancy.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (see top of page)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. Permanent U.S. Resident (Yes or No; if YES, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- J. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- K. Days available to work
- L. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- M. Education
- N. License, Skills, Training, Membership, & Recognition
- O. Language Skills
- P. Work Experience
- Q. References

Office Management Assistant Capsule Position Descriptions FSN - 7

The incumbent prepares and disseminates weekly highlighting the project funds, as well as the reports required for the project director and OBO Washington management officials. In addition, they compile data for financial plans, and check priorities of obligations and expenditures against financial plan. The incumbent files reports, writes summaries, recommendations drafts, worksheets and compiles data on funding shortfalls, allocations, reallocations of funding, and the annual budget. Under the direction of the supervisor, the incumbent develops a monthly financial plan with the post's annual allotment. Additionally, the incumbent reviews and administers the approved budget in accordance with the agency procedures and standards, with the responsibility for the preparation and submission to the agency of all prescribed financial reports. In addition, the incumbent prepares any information/reports on procurement as directed by supervisor.

The incumbent monitors consulting firms purchase orders/contracts and personal service contracts insuring compliance with the terms of the contracts; and provides payment recommendations to the OBO project director for technical and legal consultants' fees and project personnel invoices, contract invoices and monthly payment requests.

In dealing with procurement, the incumbent receives requests, reviews them for completeness and presence of necessary technical information, determines the type of action necessary and identifies the fiscal account to be charged. The incumbent will act as liaison between OBO and Consulate/Embassy procurement section, assisting in providing necessary information. The incumbent will be asked to develop and maintain status log for all purchases for the OBO office in Baghdad.

Furthermore, the incumbent makes travel arrangements and hotel reservations and keeps abreast of various procedural requirements.

Establishes and maintains office administrative operations and reporting procedures:

- Establishes and manages construction files and records for multiple projects;
- Responsible for preparation and submission of time & attendance records;
- Serves as the sub-cashier for petty cash purchases for OBO;
- Provides coordination liaison between the OBO and other consulate/embassy administrative offices;
- Acts as translator / interpreter on OBO
- Meetings with representatives of the local authorities and other visitors as required.
- Researches and compiles background information and composes, proofs and edits drafts of letters, reports, cables and memoranda regarding administrative issues;
- Responsible for office supplies, repair of office equipment and printing services;
- Maintains calendar of meetings for the project director and coordinates preparations for official visits;
- Directs telephone, personal, and written inquiries to appropriate office personnel;
- Performs other office duties as directed by the project director.